



A Bright Idea for State Government

Workforce Administration

Course WADM1089

Prerequisites

Prior to this course, you should have completed the Basic Navigation online course.

Logistics

- Breaks
- Location of restrooms
- Login/user id for class
- Please turn off or mute all cell phones and pagers
- Questions

Agenda

- Introduction to Edison
 - Features
- Edison HCM
- Edison Process Flow
- Course Components
- Course Objectives
- Training Tools
- Edison Help

Introduction to Edison

Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution
- Improve out-dated business processes
- Eliminate duplicate functionality between department and centralized administrative systems
- Meet user department needs not currently met by centralized systems
- Achieve operational efficiency
- Provide better management information
- Leverage new technology

Edison Features

- Web-enabled – allows employees, vendors easier access in a familiar Web environment
- Self-service – more information available directly to owner of data (for example, employee)
- Single integrated database, eliminates keying same data multiple times
- Common user interface between many functions, allows easier transition when employees change jobs
- Real-time processing – current information is available now
- Integration with desktop “office suite” software – many reports can be output directly to Excel

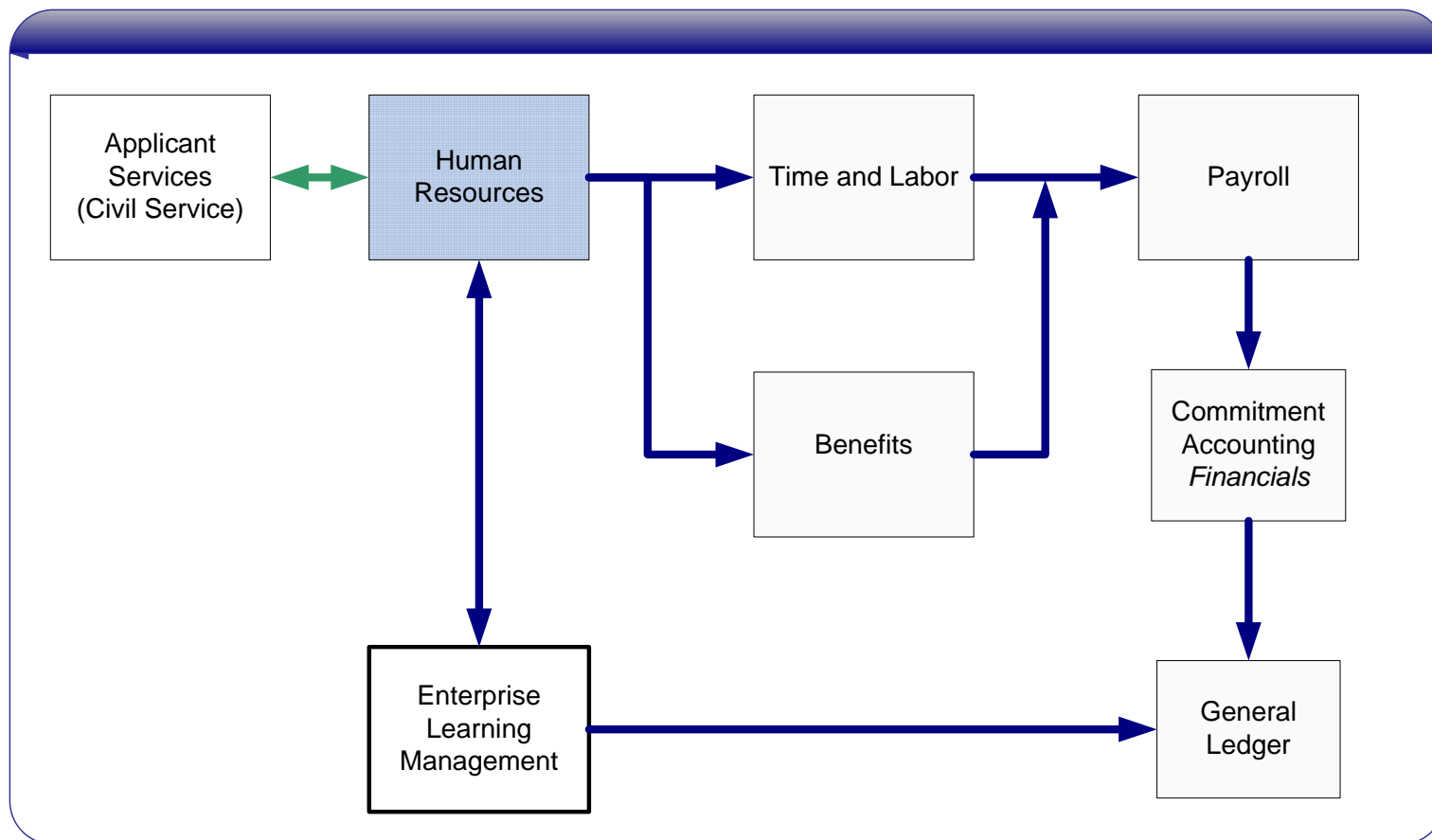
Edison HCM

- **What is HCM?**

Human Capital Management. Includes Benefits, Time & Labor, HR, Enterprise Learning Management, and Payroll.

- **Employee's status in HR drives other modules**

Introduction to Edison Continued: Edison Process Flow



Applicant Services Integration

- The NeoGov Applicant Services system will integrate directly with PeopleSoft.
- Once an applicant is selected for hire, all of the required information for PeopleSoft will be entered on the Applicant Services Personnel Action Form (PAF).
- Once the PAF is submitted it will workflow for approvals. Once all Approvals are made, it will update to PeopleSoft through a nightly Batch Process.

Course Components

- Course Syllabus
- Training Manual
- Training Environments (*UPK & PeopleSoft Database*)
- Practice Exercise
- Self Assessments
- Support Materials
 - Self Assessment Sheets
 - Data Reference Sheets used with Exercises
 - Quick Reference Guide
 - Handouts

Course Objectives

- Review the role that HR plays in hiring and ongoing maintenance of employee records.
- Introduce State Employees who work in HR roles with Edison terminology and Edison processes.
- Teach course attendees how to complete essential HR tasks using Edison.

Training Tools

- (UPK) User Productivity Kit
 - Supplied by PeopleSoft for development of training materials,
 - Lesson Activities will be completed in the UPK today.
 - See It
 - Try It
 - Know It
 - Do It
- PeopleSoft Database - Exercises

Edison Help

- Edison Help Desk is available for all questions
- Limited hours until full system go-live
 - 8:00 am – 4:30 pm CST
- Edison Help Desk:
 - 741-HELP (615-741-4357)
 - 866-944-3873
 - Edison.hd@state.tn.us



Questions?